

DEPARTMENT OF THE ARMY
Headquarters, U.S. Army Cadet Command
Fort Monroe, Virginia 23651-5000

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Reserve Officers' Training Corps
2002 LEADER'S TRAINING COURSE: CADET INFORMATION

Summary. This circular provides information to all ROTC cadets attending the Leader's Training Course (LTC) at Fort Knox. Read it thoroughly before reporting and bring those items identified.

Applicability. This circular is applicable to all cadets attending the Leader's Training Course at Fort Knox, Kentucky. For convenience, the terms he, him and his represent both male and female genders.

Suggested Improvements. Send comments and suggested improvements on DA Form 2028, to Directorate of Training, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000.

Distribution. For distribution to ROTC cadets attending 2002 ROTC Leader's Training Course and battalion cadre.

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1. **CAMP CONCEPT.**

a. The Cadet Command mission is to commission the future officer leadership of the U.S. Army and motivate young people to be better citizens. Within that framework, the camp mission is to conduct a world-class leadership experience that qualifies and motivates cadets to enter ROTC and provides the baseline for ROTC's college leadership education platform.

b. The Leader's Training Course is the Army's two-year ROTC program entry point (lateral entry). It is often cadets first exposure to Army life on an active Army installation and one of the few opportunities where cadets from various parts of the country undergo a common, high-quality leadership and training experience.

c. The Leader's Training Course is intentionally stressful and is designed to develop cadet's leadership skills through exposure to interactive personal and group experiences. Through this experience, cadets will learn how and when to lead others and the importance of teamwork in accomplishing a common goal. More importantly, they will be taught the values and ethos of an Army officer and what is required to achieve this distinction.

d. The training at the Leader's Training Course uses small unit tactical training as the vehicle for evaluating officer potential.

e. Cadet companies begin training on specified dates as indicated in paragraph 2. Training is organized into separate committees in a tiered structure. Each company follows the same sequence of training, ensuring standardized training and evaluation of all cadets. Training events expose the cadet to adventure activities, basic military skills, leadership development, all of which are

essential to enter in to the advanced course. Additionally, cadets will have the opportunity to interact with officers from different backgrounds and branches of the Army to expose them to the diversity of the officer corps.

f. Evaluation is continual and begins shortly after arrival at the Leader's Training Course. The tactical (TAC) officers and NCOs advise, coach, and ultimately, render an assessment of each cadet's officer potential that will be provided to the PMS at the conclusion of LTC.

g. Army Drill Sergeants play an important role in training and leader development of the individual cadet and team. They also provide the foundation of the cadet's knowledge and expectations of the NCO Corps.

2. **COMPANY CYCLE DATES.**

The Leader's Training Course will occur in five training cycles during the period 7 June through 26 July 2002. Each cycle is organized as a company. Report and graduation dates are as follows:

| | <u>COMPANY</u> | <u>REPORT</u> | <u>GRADUATION</u> |
|---|----------------|---------------|-------------------|
| 1 | | 9 June* | 6 July |
| 2 | | 11 June | 8 July |
| 3 | | 17 June | 14 July |
| 4 | | 23 June | 20 July |
| 5 | | 27 June | 24 July |

***NOTE: 1st Company cadets may not report to camp before 8 June. Messing and billeting accommodations are not available prior to that date. Those desiring to report earlier, must have Camp Commander's prior approval.**

3. **SUPPORT UNITS.**

Fort Knox, FORSCOM and reserve component units provide the bulk of camp support.

4. **PHYSICAL CONDITIONING.**

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a. GENERAL. The Leader's Training Course demands a high level of physical fitness. Cadets cannot keep pace with the physical training program, unless they are in good physical condition upon arrival at camp.

b. PREPARATION.

(1) Cadets should already have a personal program of conditioning. If not, start one immediately and continue your PT program until you report to camp.

(2) Wear the combat boots that you will bring to the Leader's Training Course during outdoor physical activities to break them in prior to arriving at camp. Do this gradually to avoid foot injuries.

c. ARMY PHYSICAL FITNESS TEST (APFT). The APFT for each company is administered during the third week of LTC. Be familiar with the APFT events and standards and be ready to achieve the highest possible score.

d. DAILY PHYSICAL TRAINING. Cadets will sustain physical condition at camp through participation in scheduled PT sessions and physically demanding training. Personal hygiene is essential for both garrison and field training events. To better prepare our female cadets relating to personal hygiene in a field environment, see Appendix B.

5. TRAINING.

a. GENERAL. The Leader's Training Course is 28 days long and incorporates a wide range of subjects designed to develop/evaluate leadership and officer potential and qualify cadets for contracting in to the advanced course. The challenges are rigorous and demanding, both mentally and physically, and will test intelligence, common sense, ingenuity, and stamina. These challenges provide a new perspective on an individual's ability to perform challenging tasks and to make sound decisions in demanding situations.

b. PROGRAM OF INSTRUCTION. The structure of the training program is based on action-oriented training. Emphasis is hands on, outdoor training with rapid, constructive

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feedback to cadets. The training program is designed to inspire students to become outstanding leaders with a sound understanding of traditional leadership values. Training is sequenced in a logical building-block manner, which allows an ideal flow of training for each company. We have organized training into three operational areas. The training program includes:

(1) Future Leader – covers adventure training, which builds both cadet self-confidence and unit esprit-de-corps. Additionally, cadets learn basic military skills in order to function as a small unit member.

(2) Operation Bold Leader – is the camp's "Capstone Exercise". Cadets are exposed to squad level operations where cadre assess the cadet's leadership ability in a field environment. Also, cadets will experience event oriented leadership training opportunities.

(3) Discover Gold – as the completion phase, cadets will reinforce and share their learning experience through small group reflection, a unit social, family day and graduation ceremony.

6. EVALUATION.

a. GENERAL. The Leadership Development Program (LDP) is a critical part of the Leader's Training Course, providing evaluations of leadership potential through a series of formal and informal assessments conducted throughout camp. Teams of evaluators assess cadet performance in leader and follower positions. The primary evaluators are the Platoon TACs, Company TACs, and committee evaluators who evaluate, coach, and assist in training cadets. As cadets perform as leaders or team members, evaluators assess performance and identify strong and weak areas of leadership dimensional behavior. At the same time, each cadet has the opportunity to evaluate his/her own performance. Within 24 hours of completing a leadership position, cadets are counseled on their performance. Each cadet will also receive one-on-one counseling at the end of camp. Each Platoon TAC Officer gives an overall roll up of their assessment for your leadership potential across the 16 leadership dimensions and 7 Army values.

b. **CAMP COMPLETION CRITERIA.** Cadets are required to satisfy two criteria for graduation.

(1) **Cadet Command Directed Training.** Cadets are expected to complete at least 90% of the Cadet Command directed mandatory training tasks, (Second Region Form 954-R). Company cadre are required to track individual progress on these tasks and make every effort to make up missed training due to injury, illness, or other extenuating or mitigating circumstances. A list of all tasks completed/not completed, (Second Region Form 954-R), will be forwarded to the gaining PMS IAW CCR 145-3. The gaining PMS must ensure that the training is conducted to standard before the cadet attends Advanced Camp the following year.

(2) **LTC-Specific Training.** Cadets must also attend the training listed below. If a cadet fails to attend any of these events due to injury, illness, or other extenuating or mitigating circumstances, the cadre will make every effort to ensure the cadet makes up the training with another unit. If the cadet cannot make up the training, the Camp Completion Credit Recommendation Board will review the cadet's performance and jointly recommend to the Camp Commander whether or not the cadet's attendance at these events should be waived. Specific training that must be attended is the APFT, land navigation, Garrison Leadership Positions, FLRC and Bold Leader. Cadets must be able to pass the APFT (standard of 50/50/50/150) and have two Garrison and Bold Leader Leadership Positions.

(3) **Leadership.** Cadets must not have received no more than one (1) overall "N" out of the five (5) leadership positions and/or no more than three (3) overall "N's" out of 23 leadership dimension summary. TAC'S are not limited to the above requirements. Platoon Tac's can recommend a cadet to be reviewed by the Commandant of Cadets and recommend board action for other reasons as he/she feels that a cadet is not qualified to enter the advanced course. When doing so the Platoon TAC must document using CC Form 156-4 Spot Reports and counseling statements to support his/her justification.

4. **LTC Cadet Completion Board.** A board of officers will convene at the end of each cycle to review the files for those cadets recommended by the TAC's that do not meet the the LTC standards. A board may be convene more often if necessary.

7. **AWARDS.** LEADER STAKES event awards consist of streamers which winning platoons attach to their guidon for the duration of camp. The Company TAC Officer awards guidon streamers to all platoons who meet or exceed an established standard in each event. At graduation, the Camp Commander will award the Best Platoon Award to the platoon with the most total LEADER STAKES points for each company. During the last week of camp, individual awards are given to cadets who demonstrate outstanding leadership, mastery of military skills and a high degree of teamwork and initiative.

8. **SAFETY.**

a. **GENERAL.** Military training can be hazardous. Paying attention to safety at all times can greatly reduce the danger. The Risk Assessment Management Program will be used at all times in the Leader's Training Course.

b. **INJURY PREVENTION.** The camp cadre provide specific instructions and reminders regarding safety and injury prevention throughout camp. Experience shows that most accidents could have been prevented or at least curtailed, if we use common sense, avoid horseplay, and are in good physical condition.

c. **POISONOUS PLANTS.** Learn to recognize and avoid poison oak and poison ivy.

d. **EARPLUGS.** Cadets will carry and use issued earplugs whenever required.

e. **IDENTIFICATION (ID) TAGS.** Cadets will receive an ID card during in-processing. Cadets must carry the ID card at all times, whether or not in uniform.

9. **REPORTING TO CAMP.**

a. **REPORTING TO CAMP.** Cadets should arrive between 1100 – 1800 EST on the

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reporting date shown in their the Leader's Training Course travel order. If arriving by government vehicle or Privately Owned Vehicle (POV), cadets should report to Bldg. 7103. Cadets will not be accepted more than 24 hours ahead of reporting dates and **must** obtain approval from the Camp Commander. **NOTE FOR FIRST COMPANY CADETS: Do not report to camp before 1600 hours on 8 June 2002 since dining facility and billeting accommodations are not available until that time.**

b. BUS INFORMATION. Cadets who use bus transportation must check with the carrier for a detailed travel itinerary before departure. If traveling into the area from the south by Greyhound bus, Fort Knox is a scheduled stop on the route northbound. If traveling into the area from the north, Greyhound buses arrive in Louisville where you will connect to regular service to Fort Knox. This is the least effective method of travel for cadets. Cadre should consider scheduling government transportation before purchasing a bus ticket for a cadet.

c. AIRPORT INFORMATION. Commercial airline flights to the Fort Knox area arrive at the Louisville International Airport, approximately 35 miles north of Fort Knox. Signs are posted in the terminal to direct the traveler. Follow the instructions on the sign. The Leader's Training Course will staff the Louisville Airport USO during the hours of 0900-2400, or as required, from 8 June through 28 June, and arrange government-furnished transportation to Fort Knox.

d. PRIVATELY OWNED VEHICLE (POV). **NOTE: POV TRAVEL MUST BE APPROVED IN ADVANCE BY THE CAMP COMMANDER.** A strip map showing how to get from the airport to the Fort Knox is at APPENDIX A. Fort Knox exits are off U.S. 31W, which is best accessed from I-65, I-265 or WKY Parkway. To get to the Leader's Training Course, take the Fort Knox, Chaffee Road, exit. Due to heightened security, Fort Knox is a closed post and every person coming on to the installation must have picture identification. Additionally, if the POV does not have a Department of Defense decal displayed, the vehicle will be thoroughly inspected by the guards at the

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gates. If the cadet intends to retain the POV at Ft. Knox while at LTC, the vehicle will be placed in the military police holding lot for the duration. The cadet will not have access to the vehicle during LTC and not until graduation. Report to Building 7103.

e. PROBLEMS. If cadets encounter difficulty while enroute to the Leader's Training Course which may prevent reporting on time, immediately telephone the Camp G1Office, commercial (502) 624-1994/2948, or the Tactical Operations Center, commercial (502) 624-5792.

DO NOT DELAY IN MAKING THIS IMPORTANT CALL.

10. TRAVEL.

a. METHODS OF TRAVEL. Regulations authorize three methods of travel. Travel orders may state one or more of the following:

(1) Government Transportation Request (GTR). Most cadets attending the Leader's Training Course are directed to travel by GTR. The following instructions apply:

(a) Voluntary changes to any part of ticket(s) for other than valid mission necessity may result in additional cost, which cadets must pay.

(b) Travel regulations prescribe mileage allowance of \$0.365 per mile for travel performed at personal expense from home to the public transportation terminal used, and return, as long as the terminal used is not for personal reasons.

(c) Cadets must exercise proper safeguards for travel documents since GTRs are the same as money and cadets are liable for the cost involved in the event of a loss. Immediately report loss of a ticket paid for by government funds to either the assigned battalion or to the transportation officer at the supporting travel office. Cadets must pay the approximately \$50.00 cost for replacement of lost GTR. This charge is not reimbursable. A claim for reimbursement for lost ticket(s) requires a minimum of 6 months to settle.

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(2) Government Furnished Transportation. This method directs the use of U.S. Government or government furnished transportation and applies to cadets whose starting point is outside the continental limits of the United States, such as Hawaii, Alaska, Puerto Rico, Guam and Germany.

(3) Privately Owned Vehicle (POV).

(a) All cadets attending the Leader's Training Course are directed to travel by GTR. In certain situations where it is fiscally advantageous to the U.S. Government, regulations may authorize exceptions to allow travel by POV. Cadet Command policy for the Leader's Training Course is that requests for POV travel will only be considered for cadets **within a 500 mile radius of Fort Knox**. If eligible, cadets must obtain written authorization for POV travel from the Camp Commander prior to camp. **Battalion Commanders must provide written notification of cadets traveling by POV to Commander, Camp Challenge, ATTN: G-1, Cadet Records Branch, NLT 1 June 2002.**

(b) After arriving at Fort Knox, all cadet POVs will be secured in the Military Police security lot. The keys will be secured in the training company orderly room. Cadets will not be authorized use of their POV during the Leader's Training Course.

(c) Reimbursement for travel performed by POV to and from camp, as an owner/operator, will not exceed the constructive cost of a common carrier. If cadets elect to travel by POV as a passenger, i.e., returning with parents in their automobile after graduation, they will not receive any reimbursement for travel upon returning to host institution.

b. TRAVEL PLANS. Discuss travel plans with cadre to ensure understanding of entitlements. Retain and safeguard all copies of tickets, GTRs, and orders. Cadets must furnish all transportation documents upon reporting to the Leader's Training Course to allow for adequate time to schedule return travel arrangements. The desired mode of travel and destination upon conclusion of camp are important and the cadet must make this information known early so the camp staff can

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make necessary transportation arrangements. Normally, transportation changes during the last two weeks of camp will not be made for anything other than emergency reasons.

c. FOLLOW-ON TRAINING: AIRBORNE, AIR ASSAULT, AND NURSE SUMMER TRAINING PROGRAM. Cadets who will attend cadet practical field training (CPFT) at an installation other than Fort Knox or attend Airborne or Air Assault training immediately upon completion of camp cannot drive to the Leader's Training Course by POV. The Leader's Training Course will not adjust departure dates from camp or reporting dates to installations to authorize driving time.

11. **SPECIAL DIETS.** Provisions for special diets do not apply to personal preference diets such as vegetarian diets. The dining facilities at camp will support special diets required for medical or religious reasons to the extent that AR 30-1, The Army Food Service Program, dictates support. **If cadets require a special diet due to medical or religious reasons, inform the camp G-1 prior to 1 June 2002.**

12. **WHAT TO BRING.**

a. MANDATORY ITEMS. Cadets must bring to camp the items listed below:

(1) Cadets will only have one wall locker (6ftx3ft) for storage of all clothing, camp issued equipment and personal belongings.

(2) Military clothing issued by ROTC battalion: six brown undershirts, six pairs of black wool socks, two pair of combat boots. Combat boots authorized for wear at the Leader's Training Course are: LIN C06749, boot combat, leather, black (black combat boot) and LIN C07440, boot, hot weather (jungle boot).

(3) If attending Cadet Professional Development Training (e.g., airborne, air assault, etc.), refer to the appropriate MOI for additional uniform requirements.

(4) Bring two pairs of eyeglasses (if applicable). Contact lenses are not suitable for all training events.

b. RECOMMENDED ITEMS. Cadet Command also recommends bringing the following items:

- Money (approximately \$50-75, preferably traveler's checks, to defray expenses until first payday)
- Alarm clock
- Sewing kit
- Camera/film (inexpensive or disposable camera)
- Stationery and stamps
- Clothes iron
- Slippers
- Mirror
- Robe
- Civilian clothing – keep to a minimum, two-three outfits
- Eyeglass retainer, if applicable
- Combination locks (2)

Additionally, refer to “Passport to Gold” for recommended personal clothing items.

c. DOCUMENTS. Bring the following documents and have them in your immediate possession upon reporting to camp:

- (1) Eyeglass prescriptions.
- (2) Travel documents to include any government transportation requests or unused commercial bus or airplane tickets issued at government expense or purchased at personal expense.
- (3) At least 6 copies of the Leader's Training Course Travel Orders plus copies of amendments, if applicable.
- (4) **A pre-camp checklist from the “Passport to Gold” signed by the PMS is also required.**
- (5) **A copy of your physical exam and any medical documentation regarding questionable acute medical conditions that your cadre has not included with the Leader's Training Course Medical Records Folder.**

d. CONTACT LENSES/GLASSES. Cadets must bring at least two pair of durable eyeglasses to camp. Contact lenses are not authorized for wear during certain field training events.

d. PRESCRIPTION MEDICATIONS. Cadets must bring a one month supply of all prescribed medications. Prescription medications or unidentifiable/questionable medicines must be screened by a Camp Doctor or Nurse and will be confiscated by medical personnel if considered inappropriate or unsafe in the training environment. Prescription medication should be kept secured at all times. Personal non-prescription drugs (aspirin, Midol, etc), food supplements, and vitamins may be retained and used by cadets, subject to inspection..

13. **WHAT NOT TO BRING.** Do not bring:

- a. Weapons or ammunition of any type. No knives with blades longer than 3 inches.
- b. Large amounts of cash. Traveler's checks are a wise choice.
- c. Expensive watches, jewelry, or other valuable small items.
- d. Excess baggage. Cadets must limit the amount of baggage they bring to camp. Normally airlines permit one regular suitcase, one duffel bag, and a carry-on bag, and assess charges for additional baggage. Additional bags are excess and are not reimbursable. Also, cadets may not mail personal property, to include uniform items, to or from camp at government expense.
- e. High Tech Boots.
- f. Cell phones or personal pagers.
- g. BDUs or BDU patrol cap.

14. **MEDICAL AND DENTAL CARE.**

a. GENERAL. During camp, cadets who are injured, suffer serious illness, or contract a disease in the line of duty, are entitled to U.S. Army hospitalization and medical care. The Federal Employees Compensation Act (FECA) administered by the Department of Labor may also entitle cadets to further benefits and compensation. In order to ensure FECA benefits, cadets must initiate a claim while at the Leader's Training Course. The BENEFITS AND CLAIMS

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section (par. 15) of this circular contains additional information on filing a claim.

b. MEDICAL EXAMINATION.

(1) Fort Knox medical assets are limited for support of the Leader's Training Course and therefore **all medical examinations for cadets should be conducted prior to reporting** to the Leader's Training Course.

(2) During the first week of camp, cadets will receive a complete medical screening to determine whether the cadet is in good health and able to start training. Cadets must provide accurate information about previous illnesses and injuries when taking the medical screening and when completing the applicable portions of DD 2807-1 (Report of Medical History).

Concealment of a disqualifying medical condition can lead to dismissal from the Leader's Training Course.

(3) The Leader's Training Course will screen all cadets for overweight using the weight or body fat standard of AR 40-501. Body fat composition is used as the final determinant in evaluating an applicant's acceptability when the weight exceeds the weight tables in AR 40-501. Cadets not meeting the weight standards of AR 40-501 will be taped IAW AR 600-9 standards. Cadets not in compliance with weight standards will be evaluated to determine feasibility for retention and training. Compliance with weight standards is a camp attendance prerequisite. The camp physician will determine whether a cadet that report to camp who is greater than 20 pounds his maximum weight and/or more than 8% above maximum body fat will be retained at camp. The Camp Commander is the final approval authority.

(4) The medical examination administered at camp clears the cadet for training.
DoDMERB physicals will not be done at camp.

(5) Remedials for DODMERB physicals are limited to laboratory studies, radiographic studies (X-rays), dental and eye exams.

c. MEDICAL DISQUALIFICATIONS.
The Camp Commander will release from camp,

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as soon as practical, those cadets found medically disqualified as a result of the Leader's Training Course medical screening/examination or injuries sustained at camp, unless a medical waiver is granted.

d. MEDICAL WAIVERS. Cadet Command Surgeon is the final approving authority for all medical waivers granted at camp. Cadets scheduled to attend follow-on training (CPFT) who receive temporary medical waivers and remain at camp will be reviewed prior to attending follow-on training.

e. DENTAL. Medical entitlements at the Leader's Training Course include emergency dental care.

e. IMMUNIZATIONS. No immunizations will be given at the Leader's Training Course. Cadets should have had their immunizations updated prior to entering college. It is recommended that cadet's receive the Meningococcal vaccine (MGC) prior to attending camp.

f. MEDICAL POWER OF ATTORNEY. All cadet's under 18 years of age must bring to camp a signed Medical Power of Attorney authorizing the Leader's Training Course Chief Nurse to act in the parents or legal guardians behalf in the event of a medical emergency. An example Medical POW is located at Appendix C.

15. BENEFITS AND CLAIMS.

a. MEDICAL BENEFITS. The Federal Employees Compensation Act (FECA) entitles you to certain medical benefits. These benefits, depending on the circumstances, consist of Disability Compensation, Medical Care, and follow-up medical treatment. The U.S. Army provides only immediate medical care for injury or illness suffered at the Leader's Training Course. Cadets must obtain any further medical care required subsequent to the Leader's Training Course from civilian sources and must pay the costs of such care, unless the cadet submits a claim for FECA benefits and the Department of Labor approves the claim. Cadets may obtain further information from their PMS concerning benefits, to include medical coverage/treatment.

b. **COVERAGE.** Ireland Army Medical Center at Fort Knox will provide medical care for injuries and illness suffered during camp. If the condition is likely to require further medical treatment or result in temporary or permanent disability, cadets should submit a report of injury/claim for disability or other benefits to the Department of Labor. Cadets are responsible for submitting this claim with the camp medical claims officer assisting in preparation of the claim. Cadets must initiate a FECA claim and obtain all necessary documentation (to include medical) prior to departure from the Leader's Training Course to ensure prompt action on the claim by the Department of Labor.

c. **FORMS.** Cadets are responsible for contacting the Camp Claims Officer or Company Training NCO for assistance in initiating claim forms for coverage under FECA. Cadets must do this as soon as practical after incurring a disease or injury. Complete the required forms and obtain necessary documentation before leaving camp to preclude delays in processing any future claims. Claims submitted subsequent to completion of camp often encounter delays because information needed to complete the forms is not readily available, line-of-duty letters are hard to obtain, and the required medical documentation is not always available.

d. **MEDICAL OR COMPENSATION CLAIMS.** The filing of a medical or compensation claim will not reflect upon performance at the Leader's Training Course. If cadets suffer an injury or illness at camp that will require further medical attention subsequent to the Leader's Training Course, then initiate a claim as soon as possible.

16. **FAMILY/VISITORS.** Cadet Command highly recommends that cadets do not bring family members to camp. If cadets elect to bring family members, it is at the cadet's personal expense and cadets must make all arrangements for their accommodations because neither transient nor temporary quarters are available. Remember that the primary objective at the Leader's Training Course is to train and there will be very little free time. On the same note, it is highly suggested that cadets discourage visitors until becoming familiar with the daily routines of the Leader's Training Course. All

visitations must be approved in advance by the camp chain of command. Family members are welcome at the end of camp graduation ceremony as long as they fund their own travel and lodging.

17. **PRIVATELY OWNED VEHICLES (POV).**

Upon arrival at the Leader's Training Course, cadets will park POVs in the Military Police security lot and will not be allowed to drive the vehicles until the day they depart Fort Knox.

a. **REGISTRATION.** Cadets authorized and electing to travel to camp by POV must register their vehicles during in processing. To register a vehicle, cadets must have the following:

(1) Written authorization from the Camp Commander in accordance with paragraph 10a(3)(a).

(2) Evidence that the vehicle is insured with a minimum of \$10,000 coverage for property damage and \$25,000/\$50,000 for public liability. If the vehicle is licensed in a state that requires "proof of insurance," cadets must have that documentation in the POV while operating it in Kentucky. Kentucky is a "proof of insurance" state.

(3) A valid state registration. If a cadet is not the legal or registered owner, a notarized statement from the owner of the vehicle, giving each cadet permission to drive the vehicle must be presented.

(4) A valid state driver's license.

b. **NONREGISTERED VEHICLES.** Any vehicle which cannot be registered during in-processing will be impounded and secured until it can be registered or until completion of camp.

c. **SECURITY OF VEHICLES.** While at camp, lock vehicle when parked. Do not leave valuables in parked vehicles. Recommend that hubcaps, antennas, or other easily removable items be secured in the trunk.

d. **CLAIMS FOR CB RADIOS/STEREOS/ CELLULAR TELEPHONES.** The U.S. Army will not honor claims for settlement of "non-permanently"

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installed CB radio or cellular telephone equipment stolen from the passenger compartment of a POV, but it will settle a claim (maximum of \$200) for the theft of such equipment from a properly secured vehicle trunk. This policy also denies payment for damage to the car. Although Fort Knox provides a secured parking area, we recommend you not bring CB radio or cellular telephone equipment to camp.

18. PERSONAL SERVICES AND RECREATION.

a. **PERSONAL AFFAIRS.** Cadets should first contact squad TAC Officer if personal problems develop during camp. Chaplains are also available for counseling assistance.

b. **RELIGIOUS SERVICES/SUPPORT.** The Fort Knox and the Leader's Training Course Chaplain staff will hold services for various faiths each week. Due to the training environment, they will often conduct services in the field and at other than routine times. Specify the denomination of choice to the battalion cadre during the camp cycle assignment process. Refer to the codes identified in AR 680-29. The Camp Chaplains want to provide religious support across the broad spectrum of denominations, but can only do so if they have reliable information.

c. **POST EXCHANGE (PX).**

(1) The main PX is comparable to a department store. Cadets may use the PX upon presentation of a valid Identification Card. A small PX in the camp area also carries toiletry articles, magazines, books, towels, etc.

(2) Dress regulations for exchanges are posted outside the exchange. The Battle Dress Uniform is permitted.

(3) Cadets can cash checks at all exchanges (personal first-party checks for not more than \$300.00 cash or \$20.00 over amount of purchase). Cadets will speed check-cashing time if the following personal information is already written on the front of all checks: Name, SSN, university, city, state, and ROTC unit at Fort Knox. Exchanges will not accept two-party

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checks. Have money from home sent as a money order.

d. **LAUNDRY.** All cadets are encouraged to utilize laundry services provided at the Leader's Training Course. A commercial contractor will provide laundry services for BDUs only at no cost to cadets. Laundry service will include weekly turn-ins. BDUs will not be pressed. **Civilian clothes are not part of the contract. Cadets will use the washers and dryers in the company area for personal items.** If individual clothing is lost or damaged by the laundry contractor, cadets may file a claim against the U.S. Government through their company supply sergeant. It is imperative that cadets immediately inventory clothing upon receipt and notify their supply sergeant NLT 72 hours upon discovery of loss or damage. Retain your receipt copy of the Laundry List for Military Personnel, to provide accountability of clothing turned in to the laundry.

e. **POSTAL SERVICE.**

(1) Cadets will find stamp vending machines located in the ROTC Camp PX. Complete postal services are available at the Fort Knox Main Post Office. It is recommended that cadets bring an initial supply of postage stamps and envelopes to camp.

(2) All outgoing mail should include the Fort Knox address as the return address.

(3) Each company holds mail call daily, except Sunday. Mailboxes for outgoing mail are located in the camp area.

(4) Cadets should advise correspondents not to write until a complete mailing address has been received. **Do not use** Company nicknames in the address. Correspondents should use the following address:

Cadet's Full Name
Leader's Training Course
CYCLE ____ (number)
Fort Knox, KY 40121

f. **PUBLIC PAY TELEPHONES.** A limited number of coin operated pay phones are available in the company areas for cadet use. Cadets should plan to use telephone calling cards, as there are more credit card operated

phones available. Additionally, the credit card phones can be used to make a collect call. Each cadet will be provided one complimentary phone card and additional phone cards may be purchased at the PX.

19. CADET PAY.

a. PAY. Pay for Leader's Training Course attendance. Applicants who attend the Leader's Training Course will be paid at the rate prescribed by law (see DOD 7000.14-R, sections 80401 to 80410). Pay for all students attending the Leader's Training Course will be made through the DJMS-RC/ROTC cadet pay system. Base pay is \$24/day less deductions. Cadets may receive two casual pays consisting of \$20 within the first two days of arrival and \$120 within the next 10 days. Cadets will receive the balance of their pay, less deductions, by check or electronic fund transfer upon release from camp or graduation. If a final check is lost, it may take up to six weeks to receive repayment. Personal checks may be cashed at the main PX.

b. Treasury Department Form IRS W-2 (Wage and Tax Statement) is prepared for each student. Appropriate copies of completed TD Form IRS W-2 will be mailed in the month of January following Leader's Training Course attendance, to each student's home of record. Advise students to retain their copies of the form for submission with current calendar year income tax returns.

c. TD Form IRS W-4 (Employee's Withholding Exemption Certificate) must be completed by each student prior to arrival at the Leader's Training Course and retained at the battalion.

20. ABSENCES FROM CAMP.

a. EMERGENCIES. The Camp Commander or designated representative may authorize absences for emergency reasons. Prior to departure for the Leader's Training Course, advise next of kin (NOK) that if a cadet is needed at home during an **emergency**, NOK should contact the nearest American Red Cross (ARC) representative immediately, and inform the ARC of the correct address at camp. This is important because a representative of the Camp Commander can immediately authorize an emergency absence if it has been verified by the Red Cross.

b. EARLY RELEASES. The Leader's Training Course will consider requests for early release **only for extreme emergency or hardship reasons**. Each PMS will ensure that specialized training and summer school requirements do not interfere with camp attendance and full completion. If this can not be avoided, the PMS will forward a memo of notification through their brigade commander to the camp commander.

(1) Address **requests for early release, initiated prior to the start of camp to the Commander, Leader's Training Course, ATTN: ATOB-PA, FT Knox, KY 40121-5610 and submit NLT 1 June 2002.**

(2) In the event of an **emergency situation** occurring while at camp, the cadet will route requests for early release through their TAC Officer and Region Liaison Officer to the Camp Commander, ATTN: G1, Cadet Record Branch. The LNO must confirm the emergency or hardship circumstances for an early release and so indicate by an appropriate comment on the request for early release.

(3) Early releases will **only** be approved if a cadet has successfully completed or can complete all mandatory training. If all mandatory training is not completed, the cadet may not be given completion credit.

21. **DEPARTURE FROM CAMP.** Unless approved for an early release, cadets may not depart Fort Knox until after the conclusion of the graduation ceremony. Companies will normally accomplish turn in of equipment and barracks inspection the day prior to graduation. For cadets who are traveling by commercial air, camp personnel will not normally schedule a flight departing Louisville airport prior to 1200 hours on the scheduled graduation date.

22. **SECURITY OF PERSONAL PROPERTY.** Trust, which develops between fellow cadets, can easily lead to careless practices. The open bay barracks, close living conditions, and easy access to the barracks make an inviting situation for a thief. The consequences of inadequate security rest entirely with you. To avoid loss, take the following actions:

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a. DO NOT leave money or valuables in the barracks.

b. DO NOT bring expensive watches, cameras, or stereo equipment. (Inexpensive watches and cameras suitable for field use are available at the PX).

c. DO lock wall lockers and footlockers, even while you're showering.

d. DO secure all prescription medications.

23. CAMP YEARBOOK. The Camp Public Affairs Office produces a complimentary yearbook for each graduate of the Leader's Training Course. The yearbooks are mailed to the battalion by mid-November. Each cadet should coordinate with their PMS/cadre to receive their yearbook.

24. DISCIPLINE, LAW AND ORDER.

a. GENERAL. Every cadet is expected to conduct himself in a manner befitting a prospective commissioned officer. If a cadet displays poor attitude, engages in misconduct warranting disciplinary action, or performs in a substandard manner, they may be subject to evaluation by a board of officers and possible dismissal by the Camp Commander.

b. JURISDICTION. The Uniform Code of Military Justice does NOT apply to cadets at camp. If cadets commit a criminal offense while at camp, they are subject to prosecution by the appropriate local, state, or federal authorities.

c. OFF LIMITS AREAS. The following areas are off limits to all cadets:

(1) All areas and buildings on Fort Knox marked by an OFF LIMITS sign.

(2) All Noncommissioned Officers' (NCO) and Enlisted Clubs unless otherwise approved by the Camp Commander.

(3) Civilian establishments designated "OFF LIMITS." A list of establishments that are designated as off limits will be posted on bulletin boards in platoon areas.

(4) All other activities and places as announced in the Camp Bulletin.

d. TRAFFIC REGULATIONS. If cadets operate a motor vehicle on post during arrival to and departure from camp, they will conform to the motor vehicle laws of the State of Kentucky and the traffic regulations of Fort Knox.

(1) The speed limit on post is 25 miles per hour unless otherwise posted. It is strictly enforced.

(2) Do not drive vehicles between the vehicles of a convoy (three or more military vehicles under a single commander), unless authorized by the individual in charge of the convoy.

(3) Take special care when passing troops marching/running in formation. The speed limit is 10 MPH.

(4) Cadets must use seat belts on the Fort Knox Military Reservation and in the State of Kentucky.

e. CHECKS WITH INSUFFICIENT FUNDS. It is every cadet's responsibility to ensure that sufficient funds are on deposit before writing personal checks. Checks with insufficient funds or "bounced" checks receive the personal attention of the Camp Commander and indicates poor officer potential. Overdraft protection is a worthwhile option.

25. CADRE/CADET AND CADET/CADET RELATIONSHIPS. While at camp, cadets will receive training on the components of sexual harassment, improper relationships, and fraternization between cadre and cadets or between cadets and other cadets. Cadre and cadets are expected to maintain the highest standards of honesty, impartiality and professionalism to ensure the proper performance of our Leader's Training Course mission. Inappropriate behavior will not be tolerated and will be dealt with expeditiously and personally by the Camp Commander.

a. Cadre will address cadets as "Cadet" e.g., "Cadet Johnson, report to the orderly room."

b. Sexual Harassment.

(1) Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. It is sexual harassment when any of the following occurs:

- (a) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.
- (b) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.
- (c) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.
- (2) When a person who in a supervisory or command position, uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay, or job of another soldier, civilian, or cadet is engaging in sexual harassment.
- (3) When a person makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature, he/she is engaging in sexual harassment.

c. Improper Relationships. The regulatory restriction found in AR 600-20 prohibits relationships between members of different rank that involve or give the appearance of partiality, preferential treatment, or the improper use of rank or positions for personal gain, and are prejudicial to good order, discipline, and morale. This is especially true of the superior-subordinate relationship, which exists between cadre and cadets as well as between cadets in the same unit at the Leader's Training Course. Personal and romantic relationships between senior and subordinate are perceived by all as a cause for partiality and preferential treatment, and are invariably the source of embarrassment to this Command. Therefore, personal and romantic relationships between senior and subordinates are strictly prohibited. Cadets must conduct themselves in a professional manner and in a manner that cannot be misinterpreted as an improper relationship.

d. Reporting Offenses. The Company TAC Staff will discuss the topics of sexual harassment and improper relationships with their cadet companies. Committee Chiefs will discuss these topics with their cadre, direct support, and Reserve Component personnel. Individuals who have been subjected to sexual harassment or improper advances should be advised to report it to their Chain of Command, or if that is not possible, to take the matter to the Inspector General.

e. Sexual Activity. Sexual activities are strictly prohibited in the barracks or field environment during the Leader's Training Course.

26. LOCATION/AVAILABILITY OF CAMP INSPECTOR GENERAL (IG). The Camp IG serves as an extension of the Camp Commander's eyes, ears, voice, and conscience. The IG provides service to all Leader's Training Course cadre and cadets. The IG is available on a walk-in basis during the published hours or by appointment for assistance with complaints and redress of grievances without fear of reprisal. Procedures for IG visitations are established in the Leader's Training Course SOP.

27. ADMINISTRATIVE GUIDANCE FOR CADRE

A. The Leader's Training Course personnel records.

(1) Prepare a personnel record for each attendee containing the following documents:

- (a) DD Form 93(Record of Emergency data).
- (b) Six copies of the travel order
- (c) Physical examinations (see para 27-2 below).
- (d) Prescription for cadets requiring eye glasses.
- (e) Completed W-4 tax withholding form.
- (f) CC Form 139-R
- (g) Academic Transcript
- (b) Send personnel record to Headquarters, Leader's Training Course, ATTN: G-1 Records,

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Fort Knox, KY 40121, by 1 Jun 01. Affix labels on records in the upper left corner with the information indicated below.

SMITH, JIMMY L. 000-11-2222 Cycle Desired

(School Code).....

(University)..... (Cycle X, Sex)

Label information

B. Physical examinations.

(1) Complete the Leader's Training Course physicals IAW AR 145-1, chapter 3; AR 40-501; and Cadet Cmd Pam 145-4, chapter 2. Every effort to complete physicals must be made by the battalion commander/PMS because of the shortage of examining physicians at Ireland Army Community Hospital, Fort Knox MEDDAC. **Only Safe- to-Train physicals will be done at the Leader's Training Course.**

(2) Battalions will forward copies of the completed examinations to Chief Nurse (Camp Medical LNO), US Army Second Region (ROTC), ATTN: ATOB-NR, Ft. Knox, KY 40121-5610. In addition, make a copy of the physical and place it in the cadet's camp file before forwarding. If a copy of the physical is not in the camp file, send a memorandum to the Chief Nurse stating the status of the physical.

(3) **Department of Defense Medical Evaluation Review Board (DODMERB) approval is required for physicals for scholarship cadets attending the Leader's Training Course. If there are remedials pending for laboratory studies, radiographic studies, dental or eye exams after the student arrives at camp, they may be accomplished at the Fort Knox MEDDAC.** Applicant's who are medically disqualified at camp may be reviewed by the Leader's Training Course Medical Waiver Review Board (MWRB) for final medical qualification determination. Cadet Command Surgeon will determine if the condition is waiverable IAW AR 40-501; if not, the cadet will be released from camp.

(4) Students attending the Leader's Training Course will have an SF 603 (Dental Examination) (section I, part 4, and section II) or panoramic radiograph examination initiated prior to departure to the Leader's Training Course. Host battalions will maintain the dental file IAW AR 25-400-2.

C. Funds & Travel. Cadre must make training reservation for cadet in CCIMS-Training Module. For cadet orders see U.S. ARMY CADET COMMAND FY2002 ROTC CAMPS BUDGET SOP.

D. Morale and welfare benefits. Authorize benefits IAW AR 215-1 and AR 215-2.

F. Death gratuity. Title 10, U.S. Code, section 1475(a)(4), authorizes a death gratuity for a student who dies while undergoing the Leader's Training Course training or while traveling to or from the Leader's Training Course. Attendees at the Leader's Training Course are covered by Workmen's Compensation Act in lieu of Servicemen's Group Life Insurance (SGLI).

APPENDIX A – DIRECTIONS TO FORT KNOX

You may also go to this website to download a map: http://www.knox.army.mil/directions_-_louisville.stm

Louisville International Airport (SDF) to Fort Knox

| Directions | Distance |
|---|----------------------|
| 1: Depart the airport by traveling northeast on FREEDOM WAY. | 0.5 miles (0.8 km) |
| 2: Take the I-264 WEST/WATTERSON EXPRESSWAY ramp. | 1.0 miles (1.6 km) |
| 3: Merge onto I-264 W. | 3.4 miles (5.4 km) |
| 4: Take the US-31W SOUTH/US-60 WEST exit, exit number 8A, on the left towards FT. KNOX. | 0.3 miles (0.5 km) |
| 5: Merge onto US-31W S. | 23.6 miles (38.0 km) |
| 6: Take the CHAFFEE AVE ramp towards FT KNOX/MAIN ENTRANCE. | 0.2 miles (0.3 km) |
| 7: Merge onto CHAFFEE AVE. | 0.2 miles (0.3 km) |
| Total Distance: | 29.2 miles (47.0 km) |
| Total Estimated Time: | 52 minutes |

APPENDIX B - FEMALE CADETS IN A FIELD ENVIRONMENT

Bathing Requirements

One vague issue that seems to be decided differently prior to every field exercise or deployment is the bathing requirement for female cadets in the field. There are two categories when determining bathing requirements for female cadets: menstrual period and non-menstrual period.

During her menses, a female cadet should have access to bathing facilities daily. This does not mean she needs to have a fixed facility with hot and cold running water. It would be adequate to provide a place with privacy and drainage where the cadet could take a “bird bath” using a 5-gallon container. It would be helpful if there were provisions to have some heated water available. This setup could be arranged using a GP small and some crated flooring. Cadets on their menses should not be restricted from certain duties or missions in order to accommodate a shower run to the rear if a bathing area has been provided in the area of operations.

Female cadets, not menstruating, should be treated like male cadets with regard to accessing fixed shower facilities. It would be optimal for the cadet to have access to a normal shower every third day or so if possible under mission constraints. Shower runs should be coordinated without gender preference influencing the frequency or quality.

Packing List Additions

Females do have different cleanliness requirements than males, and to compensate for a lack of shower facilities, certain items must be added to the packing list.

Baby wipes are often included in most cadets' gear as a “nice-to-have” for removing camouflage. They should be mandatory for females to carry. There is often no toilet paper available in field environments, and this can have an impact on a female's health. Panty liners/sanitary pads should be added to the packing list for females, even if they don't expect their period during the exercise. They should be worn continuously and changed 3 times a day, if possible.

Underwear should be designated as cotton, and bras should be sports bras or a similar type designed for maximum support.

Unit packing lists, specifically sundry packs, need to be designed with females needs in mind. Ensure that if you are expecting an extended deployment you have a push package of sanitary supplies requested or packed.

Predeployment Education (Recommended prior to attending camp)

Prior to your unit deploying on an extended field problem or to a contingency operation, coordinate a training session for your females by the Community Health Nurse, or a representative of the Dept. of OB/GYN. They can educate your females about how to prepare themselves for the field, and how to maintain their health during deployment. They can expertly answer questions and hold discussions to address the concerns of female cadets.

Medical War-stoppers

There are some female-specific, non-pregnancy related conditions, which may preclude your female cadets from participating in a field exercise, deployment, or even normal duty, because of the risk of secondary infection in a field environment. Some examples are certain pelvic or perineum infections such as herpes, syphilis or chancre. Severe vaginal bleeding could also make field duty challenging. These conditions will always be diagnosed by a medical professional only. If a female cadet complains of such a condition, direct her to seek a medical assessment and provide feedback to the unit. If you have any questions about a cadet's fitness for duty, or the extent of a profile, do not hesitate to call the cadet's physician.

APPENDIX C - MEDICAL POWER OF ATTORNEY

SPECIAL POWER OF ATTORNEY TO AUTHORIZE MEDICAL CARE FOR MY CHILDREN

KNOW ALL PERSONS BY THESE PRESENTS:

That I, _____, Social Security Number _____-____-_____, do hereby appoint Stephen Lomax. LTC, ANC, as my true and lawful attorney-in-fact to do the following in my name and in my behalf:

To do all acts necessary or desirable for maintaining the health of my child(ren), _____; specifically, to approve and authorize any and all medical treatment deemed necessary by a duly licensed physician and to execute any consent, release or waiver of liability required by medical or dental authorities incident to the provision of medical, surgical or dental care to any of them by qualified medical or dental personnel.

Giving and granting individually unto my said attorney full power and authority to do and perform any and all acts, deeds, matters, and things whatsoever in and about any of the aforementioned specified particulars as fully and effectually to all intents and purposes as I might and could do in my own person if personally present; and in addition thereto, I do hereby ratify and confirm each of the acts of my aforesaid attorneys lawfully done pursuant to the authority herein above conferred.

I intend for this to be a DURABLE Power of Attorney. This Power of Attorney will continue to be effective if I become disabled, incapacitated, or incompetent. I direct my attorney-in-fact to seek legal counsel in order to determine the existence of legal requirements, such as required filing or placement of notices, which may affect the validity of this document.

Unless sooner revoked or terminated by me, the Document shall become NULL and VOID on _____.

DATE _____ SIGNATURE _____ (SEAL)

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The proponent of this circular is the Directorate of Training. Users are invited to send comments and suggested improvements to the Commander, U.S. Army Cadet Command, and ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000

JOHN T. D. CASEY
Major General, U.S. Army
Commanding

OFFICIAL:

/s/
RONALD M. BOUCHARD
Colonel, GS
Chief of Staff

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